

**HENRY W. GRADY HIGH SCHOOL
GRADY GREY KNIGHTS ATHLETIC BOOSTER CLUB
BYLAWS**

ARTICLE I: NAME

The Grady Grey Knights Athletic Booster Club (“ABC”) is a Georgia non-profit corporation. ABC was officially incorporated and named “The Grady Grey Knights Athletic Booster Club, Inc.” in February of 2005. The official colors are Cardinal Red, Grey, and White. The ABC’s principal office is at Henry W. Grady High School, 929 Charles Allen Drive, NE, Atlanta, Georgia 30309.

ARTICLE II: MISSION STATEMENT

ABC’s Mission is to provide financial and volunteer support to Grady High School (“GHS”)’s athletic teams and athletic clubs (including those that may have joint participation with other APS schools), to build and promote school spirit, athletic excellence and good sportsmanship, to develop character-building relationships among the student athletes, coaches, teachers and parents, and to inspire and unite the entire GHS community.

ARTICLE III: PURPOSE

ABC’s purpose shall be to:

- Cooperate with GHS administration, faculty, staff and students to promote and support inter-scholastic athletics and activities;
- Increase school spirit among students, faculty, staff, administration, parents, and the community at large;
- Foster and promote the general welfare of GHS student athletes;
- Abide by all requirements necessary for protecting the ABC’s 501c3 status and all relevant rules of the Georgia High School Athletic Association;
- Solicit donations and grants to support activities of GHS’ athletic teams and athletic clubs that are not funded, or not fully funded, by the Atlanta Public Schools Athletic Department.

ARTICLE IV: MEMBERSHIP

Section 1. ABC Membership is open to any person who subscribes to the mission and purpose of the ABC. Annual dues, which will be established by the Board of Directors (“the Board”) each year, are a requirement of membership. The membership year is from August 1 through July 31.

Section 2. Automatic dues-free membership into the ABC is granted to all Grady High School coaches, the athletic director, the principal, and any faculty member serving as a liaison or in any other official capacity.

ARTICLE V: BOARD OF DIRECTORS

Section 1. The ABC Board of Directors (“the Board”) is responsible for the overall policy and direction of ABC. The Board shall have five members consisting of the following officers: President; First Vice-President; Second Vice-President/Membership Chair; Secretary; and Treasurer. All members of the Board must be members of the ABC during their term of service.

Section 2. President: The President’s duties shall include, but are not limited to, the following: (a) attend and preside at all general meetings of ABC and all regular and special meetings of the Board; (b) represent ABC at public or private functions or appoint a delegate where representation is deemed advisable; (c) appoint, with the advice and consent of the Board, Standing Committees of ABC; (d) effect compliance with rules, regulations, and policies of the Atlanta Board of Education, GHS’ administration, and the Georgia High School Athletic Association; (e) serve as the ABC liaison with the Athletic Administration of GHS; and (f) insure that ABC’s purposes are being served.

Section 3. First Vice-President: The First Vice-President’s duties shall include, but are not limited to, the following: (a) attend all general meetings of ABC and all regular and special meetings of the Board; (b) serve as President, in the absence or disability of the President; (c) perform such duties as may be delegated to him/her by the President; and (d) succeed to the office of President at the will of the ABC’s membership.

Section 4. Second Vice-President/Membership Chair: The Second Vice-President’s duties shall include, but are not limited to, the following: (a) attend all general meetings of the ABC and all regular and special meetings of the Board; (b) perform such duties as may be delegated to him/her by the President; and (c) keep all membership records and update all rolls on a monthly basis.

Section 5. Secretary: The Secretary’s duties shall include, but are not limited to, the following: (a) attend and keep the minutes of all general meetings of ABC and all regular and special meetings of the Board; (b) keep such other records as the Board shall decide; (c) sign, along with the President on behalf of ABC, any and all contracts or other documents that are authorized by the Board; and (d) perform all of the duties usually incident to the office of Secretary, subject to the approval of the Board.

- Section 6. Treasurer: The Treasurer's duties shall include, but are not limited to, the following: (a) keep the financial records of ABC; (b) receive all monies due the ABC and pay when due bills or debts owed by ABC, and have custody of all funds of ABC, subject to the approval of the Board; (c) attend all general meetings of ABC and all regular and special meetings of the Board, render a short financial report at each general meeting of ABC and each regular meeting of the Board to include, at a minimum, all receipts and disbursements since the last meeting and the current balance of all accounts of ABC, and answer questions concerning financial details which may arise during each meeting; (d) assist in the preparation of an annual financial report at the end of the fiscal year; (e) prepare an annual budget for the fiscal year with the assistance of the Board; (f) present, at least annually, procedures regarding financial controls; and (g) perform all of the duties usually incident to the office of Treasurer, subject to the approval of the Board.
- Section 7. Each officer shall serve a one-year term. New officers are elected by a majority vote of the ABC members that attend the election meeting. Election of new officers shall occur in the April preceding the upcoming academic school year. Terms run from June to the following May. In the event that a vacancy occurs on the Board (whether due to resignation, removal, or otherwise), the other members of the Board shall elect a member to fill such vacancy during the remaining portion of the academic year in which such vacancy occurs. Any officer may be re-elected to the same office for up to one additional one-year term.
- Section 8. The ABC Board members serve strictly on a voluntary basis and receive no compensation for their services to ABC.
- Section 9. The Board shall meet at least once a month during the academic school year, at an agreed upon time and place. An official Board meeting requires that each board member have written notice two weeks in advance. From time to time, the President may call special meetings of the Board; and with regard to each special meeting, the President shall give each member of the Board verbal or telephonic notice of the time and place for such meeting no less than 48 hours prior to the meeting.
- Section 10. A quorum requires at least three of the five Board members before business can be transacted or motions can be made or passed. These By-Laws can be amended by a two-thirds majority vote of the members of ABC who are present at an ABC meeting.

ARTICLE VI: ABC STANDING COMMITTEES

The Board shall have the right to designate any Standing Committees with such responsibilities as the Board determines to be in ABC's best interest. The Board shall review any ABC Standing Committee's activities. Any Standing Committee shall meet when and as required at the call of its chairperson and one member of each committee shall act as secretary for the Standing Committee and keep accurate records of its meetings. The Board shall approve the Chairpersons of a Standing Committee, and said Chairpersons shall serve until successors have been appointed or until any Chairperson resigns.

ARTICLE VII: FUNDRAISING AND ALLOCATIONS

- Fundraising projects are subject to state law according to non-profit/tax exempt status.
- The use of the 501c3 status to write grant proposals and solicitation will be coordinated through ABC and signed by the ABC president or his or her designee.
- Fundraising shall be investigated, planned carefully, and handled professionally to insure profit before committing ABC funds.
- Fundraising activities shall support the ABC's goals and shall not exploit student athletes.
- ABC funds and fundraising efforts are deemed "general" and cannot be earmarked for any particular expense or sport club unless otherwise designated as such in advance, or voted on and passed by the Board and ABC membership.
- The Board governs ABC's property, affairs and business.

ARTICLE VIII: RELATIONSHIP WITH GRADY HIGH SCHOOL

- ABC encourages the GHS Athletic Director and coaches to take advantage of every opportunity to work with ABC to meet the objectives of the GHS athletic programs, including fundraising projects supported by ABC. The Athletic Director and coaches are encouraged to attend all ABC meetings.
- ABC does not have the authority to direct the duties of GHS' Athletic Director or Principal.
- ABC does not have the authority to direct rules of sport participation, methods of earning awards and any other criteria dealing with programs.

ARTICLE IX: POLICIES AND PROCEDURES

- Only the Board, or individuals specifically authorized to do so by the Board, can use the 501c3 status.
- ABC will encourage each athletic team and athletic club to participate in fundraising efforts, and to publicize its competitions to promote school spirit.
- ABC will support each athletic team and athletic club regardless of success in competition.

- ABC will maintain proper financial records.
- ABC will act with transparency in conducting ABC business.
- ABC will keep GHS' Athletics Director and Principal informed of activities.
- ABC will hold regular meetings.
- ABC checks written for more than \$1,000.00 will have two signatures.
- A majority vote of a quorum of the Board will carry as to Board matters.
- A majority vote of the members present at a general ABC meeting will carry as to ABC matters.
- Minutes will be taken at each meeting and kept on file.

ADOPTED: February 15, 2017